

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
DO-C9

PAGE 1 OF 5 PAGES

2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 29 AUG 2002	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY CONTRACTING OFFICER NAVAL RESEARCH LABORATORY 4555 OVERLOOK AVENUE SW WASHINGTON, DC 20375-5326 ATTN: CODE 3220.AT	CODE N00173	7. ADMINISTERED BY (If other than Item 6)	CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TO ALL OFFERORS	(X)	9A. AMENDMENT OF SOLICITATION NO. N00173-02-R-AT05
	X	9B. DATED (SEE ITEM 11) 02 AUG 2002
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 11)
CODE	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning 2 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGE 2

Any questions concerning this amendment should be directed to:
Evangalina R. Toledo, Contract Specialist (202) 767-2021

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
15C. DATE SIGNED	16C. DATE SIGNED
(Signature of person authorized to sign)	(Signature of Contracting Officer)

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This amendment is issued to reduce the level of effort, clarify the principal place of performance, provide a revised statement of work, provide travel and material estimates, and extend the date for receipt of proposals.

1. Block 9 of the SF26 is changed to read 17 September 2002, 4:00 p.m. local time.
2. B-1. The nomenclature for CLIN 0001 is revised to read as follows:

"The contractor shall provide engineering, technical, and administrative support in accordance with Section C."
3. F-2 (b) The principal place of performance for the administrative support shall be at the Naval Research Laboratory, Washington, D.C. The principal place of performance for the Technical Specialist categories shall be at the NRLFLTSUPPDET, PAX RIV, Lexington Park, Maryland
4. H-2 Key Personnel is revised to delete the labor category "Team Leader" as a key category. Assignment of the Key Personnel category will be negotiated prior to award.
5. H-3 Level of Effort is revised as follows to delete the "Team Leader" category and decrease the required labor hours for each category.

ONR 5252.216-9706 - LEVEL OF EFFORT (DEC 88)

- (a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in this contract. The total level of effort for performance of this contract shall be **10,000** total hours of direct labor for the base year and **10,000** total hours of direct labor for each option period, if exercised, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort. A breakdown of labor categories and hours is set forth in paragraph (k) below.
- (b) The level of effort for this contract shall be expended at an average rate of **833** hours per month. It is understood and agreed that the rate of hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total hours of effort prior to the expiration of the term of the contract.
- (c) The Contractor is required to notify the Contracting Officer when any of the following situations occur, or are anticipated to occur: If during any three consecutive months the monthly average is exceeded by 25% or, if at any time it is forecast that during the last three months of the contract less than 50% of the monthly average will be used during any given month; or, when 85% of the total level of effort has been expended.
- (d) If, during the term of the contract, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total hours of effort specified would be used prior to the expiration of the term, the Contractor shall notify the

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AMENDMENT 0001

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Contracting Officer in writing, setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase

in the estimated cost or fixed fee together with an offer setting forth a proposed level of effort, cost breakdown, and proposed fixed fee for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this contract and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by contract modification.

(e) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(f) If the total level of effort specified in paragraph (a) above is not provided by the Contractor during the term of this contract, the Contracting Officer shall either (i) reduce the fixed fee of this contract as follows:

$$\text{Fee Reduction} = \text{Fixed Fee} \times \frac{(\text{Required LOE Hours} - \text{Expended LOE Hours})}{\text{Required LOE Hours}}$$

or (ii) subject to the provisions of the clause of this contract entitled "Limitation of Cost," require the Contractor to continue to perform the work until the total number of hours of direct labor specified in paragraph (a) shall have been expended, at no increase in the fixed fee of this contract.

(g) In the event the government fails to fully fund the contract in a timely manner, the term of the contract may be extended accordingly with no change to cost or fee. If the government fails to fully fund the contract, the fee will be adjusted in direct proportion to that effort which was performed.

(h) Notwithstanding any of the provisions in the above paragraphs, the Contractor may furnish hours up to five percent in excess of the total hours specified in paragraph (a) above, provided that the additional effort is furnished within the term hereof, and provided further that no increase in the estimated cost or fixed fee is required, and no adjustment in the fixed fee shall be made provided that the Contractor has delivered at least 95% of the level of effort required in paragraph (a) above.

(i) It is understood that the mix of labor categories provided by the Contractor under the contract, as well as the distribution of effort among those categories, may vary considerably from the initial mix and distribution of effort which was estimated by the government or proposed by the Contractor.

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- (j) Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the Clause entitled "Limitation of Costs" or "Limitation of Funds," either of which clauses as incorporated herein applies to this contract

- (k) The anticipated breakdown by labor category of the total level of effort is as follows:

<u>Labor Category</u>	<u>Hours per base period and each Option period, If exercised</u>
Technical Specialist (Maintenance Manager)	2000
Technical Specialist (Project Coordination)	2000
Technical Specialist (Electronics)	2000
Technical Specialist (Electrical)	2000
Administrative Manager	<u>2000</u>
TOTAL HOURS	10,000

6. SECTION J – LIST OF ATTACHMENTS is revised as follows:

J-1 is marked as "reserved"

J-5 is added as follows:

J-5 Attachment (5) – Statement of Work – 3 pages, with Exhibit A-DD Form 1423, Contract Data Requirements List, 3 pages

7. L-2 INSTRUCTIONS FOR RECEIPT OF PROPOSALS is revised as follows:

The closing date is extended to September 17, 2002 at 4:00 p.m. local time

8. L-14 Travel and Material Estimates - For Evaluation purposes Only is added as follows:

The travel and material set forth below must be included in each offeror's cost proposal. During the term of the contract, the contractor will be reimbursed actual and verifiable travel and material expenses.

- a) The Government estimates the travel costs for this effort to be \$60,000 per year for the basic contract, and \$60,000 per year for each option period, if exercised.

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b) The Government estimates the material costs for this effort to be \$36,000 per year for the basic contract, and \$36,000 per year for each option period, if exercised.

c) The travel and material estimates are direct costs and the offeror should add applicable indirect costs, if applicable.

9. The Attachment (1) Statement of Work provided with this solicitation is deleted in its entirety and replaced with Attachment (5) Statement of Work provided with this amendment.

10. The Attachment (3) – Personnel Qualifications is revised to delete the “team leader” category. A revised Attachment (3) is provided.

STATEMENT OF WORK

1.0 Background

As the Navy's premier Scientific and Technology (S&T) research laboratory, the Naval Research Laboratory (NRL) provides support for broadly-based exploratory and advanced development programs in response to identified and anticipated Navy needs. This support including multi-disciplinary support to numerous Navy Warfare Centers and other Government facilities tasked with the development and testing of the Navy's next generation weapons systems and platforms. In support of these developmental programs the NRL has a Flight Support Detachment (NRLFLTSUPPDET) that maintains and flies five (5) NP-3D aircraft configured with airborne research interiors and a Military Support Division assigned to coordinate and maintain liaison with the numerous users of these platforms.

Due to the complexity associated with development of advanced technology weapons systems, the turn over of military personnel every two to three years, the NRL personnel assigned to the NRLFLTSUPPDET and the Military Support Division require managerial, engineering, administrative and technical support to assist in the continuity associated with maintaining proper number of Navy personnel, tracking of project funding, installation and removal and maintenance of special one-of-a-kind of research systems that are associated with the utilization of the NRL airborne research laboratories.

The contract will afford a single point of contact for the NRL MSD manager and assure continuity is maintained with the associated NAVAIR/NAVSEA and other Governmental program offices during the identification phase and throughout the development and life of the research programs that are associated with the NRL aircraft.

The contractor will provide assistance to the NRLFLTSUPPDET Special Projects Work Center in the maintenance and overseeing of the installation and removal of special projects that utilize the NRL airborne research platforms.

Administrative support will be provided to the Military personnel and technical support staff to assure continuity is maintained in the tracking of manpower, funding, parts and other general administrative support associated with overseeing a military contingent assigned to the NRL and maintaining the NRL special purpose aircraft.

2.0 Scope

This contract shall provide engineering, administrative and technical support for the Military Support Division (Code 1400), and the NRLFLTSUPPDET (Code 1600) as described in the following tasks. This Statement of Work applies to the basic contract and each option period, if exercised.

3.0 Requirements

The contractor shall provide the, engineering, administrative, and technical support necessary to accomplish the following:

Task 1: NP-3D Project Technical Support. Provide technical support to the NRLFLTSUPPDET in performing all necessary functions required to maintain the Airborne Surveillance Command and Control (ASC2) research platform and the installation and removal of special projects on the NRL airborne research laboratories as follows.

- Provide the aircraft support required for the Airborne Early Warning (AEW) and Cooperative Engagement Capability (CEC) project installation; accompany aircraft on multiple detachments worldwide to support aircraft operations including performance of all scheduled and unscheduled maintenance in accordance with applicable Navy Maintenance instructions.
- Provide engineering and technical support in the upgrade and modification to the ASC2 aircraft to allow for installation of Research and Developmental R&D systems that may be utilized with the ASC2 aircraft systems.
- Provide the administrative support required to maintain the ASC2 aircraft including; maintenance and upgrading of AEW/CEC system publications and drawings, maintaining and upgrading the NALCOMIS system when ordering and tracking repairables, and operating as an NRLFLTSUPPDET Work Center responsible to the NRL Maintenance Officer.
- Provide engineering and technical support for the ASC2 AEW/CEC aircraft system on unique one-of-a-kind items not supported by the NALCOMIS and Aircraft Intermediate Maintenance Departments.
- Provide assistance to the Projects Coordinator installing various airborne research projects in accordance with NRL/NAVAIR directives.

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ATTACHMENT (5) STATEMENT OF WORK(REVISED)

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- Provide assistance to the Projects Coordinator, senior engineering representatives and project engineers to develop procedures and determine locations for non-standard aircraft project installations
- Insure all project installations are electrically and mechanically compatible with NP-3D existing aircraft systems. Provide recommendations to the Aircraft Maintenance Officer and the NRLFLTSUPPDET Officer-in Charge (OinC).
- Provide technical on-the-job- training to engineers and technicians concerning Research, Development, Testing and Evaluation (RDT&E) instrumentation and aircraft systems interface.
- Attend meetings to maintain liaison within the command, and review project work requests, Configuration Control Sheets (NRL 4790/1273), and other documentation relating to installation and removal of airborne research projects.

TASK 3: Administrative Support Provide Administrative support to the Military Support Division (Code 1400) and the NRLFLTSUPPDET ASC2 X-30 Work Center to include;

- Provide administrative support to the NRL MSD Officer relating to Manpower, travel, and budget tracking associated with the NRL flight operations. Additionally provide administrative support to the CO, CSO and the NRLFLTSUPPDET.

Form Approved
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

17. PRICE GROUP

**18. ESTIMATED
TOTAL PRICE**

CONTRACT DATA REQUIREMENTS LIST

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO. 0002		B. EXHIBIT A		C. CATEGORY: TOP _____ TM _____ OTHER <u>X</u>	
D. SYSTEM / ITEM NRL FLT SUPPORT DET		E. CONTRACT / PR NO.		F. CONTRACTOR	
1. DATA ITEM NO. A002	2. TITLE OF DATA ITEM Quarterly Progress Reports		3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE NRL Code 1400	
7. DD 250 REQ LT	8. DIST STATEMENT REQUIRED	10. FREQUENCY QTRLY	12. DATE OF FIRST SUBMISSION 60 DAC		14. DISTRIBUTION a. ADDRESSEE Code 1400 b. COPIES Draft Final Reg Repr
9. APP CODE N		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See block 16		
16. REMARKS Include summary defining participating performance/material expenditures, and actions taken during preceeding quarter. Subsequent submissions shall be by the 15th day of the first month of the next quarter.				15. TOTAL → 1	
1. DATA ITEM NO. A003	2. TITLE OF DATA ITEM Meetings and/or Trip Reports		3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE NRL Code 1400	
7. DD 250 REQ LT	8. DIST STATEMENT REQUIRED	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION See block 16		14. DISTRIBUTION a. ADDRESSEE Code 1400 b. COPIES Draft Final Reg Repr
9. APP CODE N		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See block 16		
16. REMARKS As requested, by the tenth working day afte meeting or contract related trips, submit reports documenting technical discussions, attendees list and technical report. Include copies of all documentation.				15. TOTAL → 1 2	
1. DATA ITEM NO. A004	2. TITLE OF DATA ITEM Technical Reports		3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE NRL Code 1400	
7. DD 250 REQ LT	8. DIST STATEMENT REQUIRED	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION See block 16		14. DISTRIBUTION a. ADDRESSEE Code 1400 b. COPIES Draft Final Reg Repr
9. APP CODE AN		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See block 16		
16. REMARKS As requested, submit each report in draft prior to final submission. Detail progress, problem areas, corrective actions, recommendations and action items.				15. TOTAL → 1 1 1	
1. DATA ITEM NO.	2. TITLE OF DATA ITEM		3. SUBTITLE		
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
7. DD 250 REQ	8. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION a. ADDRESSEE b. COPIES Draft Final Reg Repr
9. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		
16. REMARKS				15. TOTAL →	
G. PREPARED BY NRL Code 1400		H. DATE 07/23/2002		I. APPROVED BY	
J. DATE					

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

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DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED <div style="text-align: center; border: 1px solid black; padding: 2px;">TOP SECRET</div> b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center; border: 1px solid black; padding: 2px;">NONE</div>																																																																																																																	
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4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.																																																																																																																					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.																																																																																																																					
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BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>j. FOR OFFICIAL USE ONLY INFORMATION</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td>l. OTHER <i>(Specify)</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>k. OTHER <i>(Specify)</i></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						10. CONTRACTOR WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		YES	NO	a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION			<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<input checked="" type="checkbox"/>		b. RESTRICTED DATA			<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY			<input checked="" type="checkbox"/>	c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL			<input checked="" type="checkbox"/>	d. FORMERLY RESTRICTED DATA			<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE			<input checked="" type="checkbox"/>	e. INTELLIGENCE INFORMATION				e. PERFORM SERVICES ONLY			<input checked="" type="checkbox"/>	(1) Sensitive Compartmented Information (SCI)			<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES			<input checked="" type="checkbox"/>	(2) Non-SCI	<input checked="" type="checkbox"/>			g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER			<input checked="" type="checkbox"/>	f. SPECIAL ACCESS INFORMATION			<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT			<input checked="" type="checkbox"/>	g. NATO INFORMATION			<input checked="" type="checkbox"/>	i. 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12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release ☐ Direct ☒ Through (Specify)

COMMANDING OFFICER, NAVAL RESEARCH LABORATORY, WASHINGTON, DC. 20375-5320, CODE 1400

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.


13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

Access to classified information is not required for the purpose of submitting a bid/proposal for this statement work. However, prior to award of contract, the successful contractor will be required to have a TOP SECRET facility clearance, and personnel available with DoD granted personnel security clearances commensurate with level of access required for performance of contract.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. ☐ Yes ☒ No
(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. ☐ Yes ☒ No
(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL TINA SMALLWOOD	b. TITLE CONTRACTING OFFICER, SECURITY	c. TELEPHONE (Include Area Code) (202) 767-2240/2391
d. ADDRESS (Include Zip Code) NAVAL RESEARCH LABORATORY 4555 OVERLOOK AVE. SW WASHINGTON, DC. 20375-5320		17. REQUIRED DISTRIBUTION <input checked="" type="checkbox"/> a. CONTRACTOR <input type="checkbox"/> b. SUBCONTRACTOR <input checked="" type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION <input checked="" type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER <input checked="" type="checkbox"/> f. OTHERS AS NECESSARY 1221.1, 1400, 1202
e. SIGNATURE 		

PERSONNEL QUALIFICATIONS

TECHNICAL SPECIALIST:-

The technical specialist assigned to perform the duties described in the Statement of work will have a minimum of 10 years supporting Naval aircraft maintenance and operations, and will include specialties in Navy maintenance management procedures, electrical, and avionics, specifically:

Technical Specialist- Maintenance Manager-Key position

Have a minimum of 10 years experience of Navy maintenance practices relating to P-3 and E-2C operations and repair. 5 years experience in supporting special research programs involving unique one-of--kind systems. 10 years experience in managing the maintenance of Naval aircraft and personnel including Naval supply practices, manhour accounting and maintenance documentation. Additionally must have 5 years experience in the coordination of Navy scientific programs with military and other contractor units and personnel. The proposed personnel must be qualified in Ground Support Equipment (GSE) operation and aircraft quality assurance procedures and have a working knowledge of the Naval Supply ordering and tracking system. Must be able to review and submit formal/informal recommendations base on input received from government and contractor technical inputs.

EDUCATION: The Technical Specialist (Maintenance Manager) must have a High School education and have attended formal Navy Technical training schools relating to aircraft systems and operational/maintenance practices.

Technical Specialist- Project Coordination: Key Position

Have a minimum of 15 years experience with US Navy aircraft technical specifications. This 15 years experience must include P-3 aircraft and 7 years in special projects aircraft. He/She must be familiar with maintenance requirements, aircraft weight and balance, operations and aircraft modification practices. The proposed personnel must be qualified in ordnance handling practices, Ground Support Equipment (GSE) operation and aircraft quality assurance procedures and auxiliary power unit operation. Additionally, he/she must have a working knowledge of the general and special purpose support equipment required to support installation and removal of RDT&E projects installed on P-3 aircraft.

EDUCATION: The Technical Specialist (Project Coordination) must have a High School education and have attended formal Navy Technical training schools relating to aircraft systems and operational/maintenance practices.

Technical Specialist- Electronics:

Have a minimum of 15 years experience with US Navy P-3 and E-2C aircraft technical specifications. This 15 years experience must include a minimum of 3 years experience with P-3

aircraft and 12 years experience in E-2C aircraft. He/She must be familiar with avionics and wiring associated with incorporating one-of-a-kind special projects systems with the standard aircraft systems, operations and aircraft modification maintenance practices. The proposed personnel must be qualified in, Ground Support Equipment (GSE) operation. Additionally, he/she must have a working knowledge of the general and special purpose support equipment required to support installation and operation of AEW/CEC projects installed on P-3 aircraft.

EDUCATION: The Technical Specialist (Electronics) must have a High School education and have attended formal Navy Technical training schools relating to aircraft systems and maintenance practices.

Technical Specialist- Electrical:

Have a minimum of 15 years experience with US Navy P-3 and E-2C aircraft technical specifications. This 15 years experience must include a minimum of 3 years experience with P-3 aircraft and 12 years experience in E-2C aircraft. He/She must be familiar with wiring associated with incorporating one-of-a-kind special projects systems with the standard aircraft systems, operations and aircraft modification maintenance practices. The proposed personnel must be qualified in, Ground Support Equipment (GSE) operation and aircraft quality assurance procedures. Additionally, he/she must have a working knowledge of the general and special purpose support equipment required to support installation and operation of AEW/CEC projects installed on P-3 aircraft.

EDUCATION: The Technical Specialist (Electrical) must have a High School education and have attended formal Navy Technical training schools relating to aircraft systems and maintenance practices.

ADMINISTRATIVE MANAGER: Key Position

The Administrative Manager must have a minimum of 15 years supporting Navy Operations and Command structures. This support will include Navy manpower and budget tracking, reviewing Navy directives, fitness reports. Must have a working knowledge of the Navy security procedures including, drafting of classified messages and publications, handling of classified material and, transmitting of Navy personnel security messages. Additionally the Administrative Manager must have a working knowledge of Navy Budget procedures including evaluation and monitoring of military fiscal expenditures, tracking of travel costs and be familiar with NRL and Naval Manpower and fiscal tracking Data base development and operation.

EDUCATION: The Administrative Manager must have a High School education and have attended formal Navy Technical training schools relating to personnel, fiscal planning, security, travel, and command support practices.